

Membership Balance Plan

ENVIRONMENTAL PROTECTION AGENCY

1. FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

EPA Science Advisory Board (SAB)

2. AUTHORITY

Identify the authority for establishing the FAC

Statutory: The SAB was created in 1978 pursuant to the Environmental Research, Development, and Demonstration Authorization Act (ERDDAA), (codified at 42 U.S.C. 4365).

3. MISSION/FUNCTION

Describe the mission/function of the FAC

The SAB is identified as a scientific/technical advisory committee. The objective of the SAB is to provide independent advice and peer review to EPA's Administrator on the scientific and technical aspects of environmental issues. While the SAB reports to the EPA Administrator, congressional committees specified in ERDDAA may ask the EPA Administrator to have the SAB provide scientific advice on a particular issue. The SAB will review scientific issues, provide independent scientific and technical advice on EPA's major programs, and perform special assignments as requested by Agency officials.

The major objectives are to review and provide EPA advice and recommendations on:

- a. The adequacy and scientific basis of any proposed criteria document, standard, limitation, or regulation under the Clean Air Act, the Federal Water Pollution Control Act, the Clean Water Act, the Resource Conservation and Recovery Act, the Toxic Substances Control Act, the Safe Drinking Water Act, the Comprehensive Environmental Response, Compensation, and Liability Act, or any other authority of the Administrator;
- b. The scientific and technical adequacy of Agency programs, guidelines, documents, methodologies, protocols and tests;
- c. New or revised scientific criteria or standards for protection of human health and the environment;
- d. New information needs and the quality of Agency plans and programs for research, development and demonstration; and
- e. The relative importance of various natural and anthropogenic pollution sources.

As appropriate, the SAB will consult and coordinate its work with the Clean Air Scientific Advisory Committee, the National Advisory Council for Environmental Policy and Technology, the Children's Health Protection Advisory Committee, the Office of Pesticide Program's FIFRA Scientific Advisory Panel, the Office of Research and Development's Board of Scientific Counselors, and other Federal Advisory Committees.

4. POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The SAB will be composed of about 45 members. The number of members may be adjusted as necessary to provide leadership to SAB committees and panels. Most SAB members will serve as Special Government Employees. Members will be independent experts in the fields of science, engineering, and economics and other social sciences to provide a range of expertise required to assess the scientific and technical aspects of environmental issues. In addition, the chair of the Clean Air Scientific Advisory Committee will be an SAB member.

5. OTHER BALANCE FACTORS

List any other factors EPA identifies as important in achieving a balanced FAC

Not applicable

6. CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

Approximately 8 months prior to expiration of committee members' terms the Designated Federal Officer (DFO) meets with EPA's Office of Diversity, Advisory Committee Management, and Outreach (ODACMO) to discuss the outreach plan, establish a timeline, and other issues concerning the membership package. After approval of the outreach plan the DFO conducts outreach for new members in accordance with the plan. As part of the outreach effort, the DFO solicits candidates through a Federal Register notice.

After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. Each SGE candidate is researched to determine whether the person is a federally registered lobbyist. In addition, SGE candidates are screened for the absence of conflicts of interest and other ethics issues. The DFO develops a draft grid of nominees, including at least one alternate candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted.

Formal letters of invitation to serve on the SAB will be extended by the Administrator of EPA. This cycle will be repeated for any occurring vacancies. SAB members are usually appointed for a three-year term. Generally, members may be reappointed for a second three-year term.

7. SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

8. OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

9. DATE PREPARED/UPDATED

September 3, 2015